

## Executive Position

Deputy Director for Policy and Programs, Headquarters, Army Emergency Relief (HQAER).

Salary: \$120,000 - \$150,000 per year commensurate with education and experience.

AER is a private nonprofit corporation established in 1942. AER's primary mission is to provide financial assistance to Soldiers and their Families.

Responsibilities include:

- Emergency Financial Assistance
- Educational Assistance
- Physical Security
- Senior Leader AER Presentations
- AER Officer Training Conferences
- Personnel and Human Resources
- Secretary, Board of Managers
- Employee Benefit Programs
- Financial Management Training

Qualifications:

Colonel, U.S. Army Retired

Senior Service College Graduate

Compensation Package Includes:

Pension plan, 403(b) Plan, Life Insurance, Medical and Dental Insurance, Long Term Disability, Paid Vacation, Sick Leave and Holidays, Paid Parking.

Position available June 2009

## Job Description

Director of Policy and Programs of a \$300 million nonprofit corporation. Manages AER resources to insure mission accomplishment, the discharge of fiduciary responsibilities and compliance with all legal and ethical standards.

Primary Areas of Responsibility include:

Develop and supervise implementation of personnel policies and the Employee Handbook.

Oversee compliance with all federal, state and local employment laws and regulations to include Fair Labor Standard Act (FLSA).

Oversee recruiting, interviewing, selection and orientation of new employees.

Coordinate appraisal, transfer, promotion and termination of employees.

Administer compensation programs and employee benefit plans and programs.

Supervise plan for corporation Defined Contribution plan - 403 (b)

Develop and implement physical security plan.

Direct emergency financial assistance program, policies and procedures.

Manage college scholarship programs, policies and procedures.

Coordinate the Personal Financial Management Course for Soldiers in AIT.

Manage and supervise publication of the Annual Report, minutes of the Finance Committee and Board of Managers meetings and maintain corporate documents.

Conduct AER presentations on benefits and programs at Army Senior Leader courses/conferences.

Conduct annual training for AER Officers.

To apply send resume to:

Headquarters, Army Emergency Relief  
ATTN: COL (R) Dennis Spiegel  
200 Stovall Street  
Alexandria, VA 22332-0600